

Ekiti State Bureau of Public Procurement

Terms of Reference

Capacity Building Rapporteur

Background

Government procurement is the biggest public market in the world, with many governments spending roughly 15% of GDP on goods, works, and services every year. This can play a game-changing role in tackling labour market segregation and employment gender gaps, if policies and practices actively seek to include women-led businesses and under-represented groups. SMEs, especially WOBs and WLBs have found it challenging to access procurement opportunities because of a number of factors including a lack of understanding of the existing procurement policies, lack of trust in the process, businesses being poorly informed/educated, and limited procurement experience in bidding for contracts. The BPP has also noted that some small businesses who did have resource capability to meet contractual terms and objectives failed in the bidding process while others that sailed through the bidding stage, were unable to successfully execute the contracts.

The Ekiti State Bureau of Public Procurement (Ekiti State BPP) with support from [Open Contracting Partnership](#) (OCP) [Lift, impact accelerator program](#) is seeking a Rapporteur to report on the proceedings of the Capacity Building meeting, to capture and report key resolutions and consensus outcome.

Summary

The Rapporteur will work with the procurement reform team in the Ekiti State BPP and the capacity building consultant with the responsibility of attending and summarizing each of the sessions. Each presentation will be summarized as a slide on PowerPoint at the end of each session, held during the morning/afternoon session. The Rapporteur must be based in Nigeria. Understanding of the local language will be an added advantage.

DUTIES

- To attend all capacity Building Sessions.
- To arrive at all sessions 30 minutes ahead of time to receive all the speakers presentations –Once collected will also provide the presentations to the Projecting Laptops to ensure that streaming occurs in a timely fashion
- To sit throughout the assigned session to avail help to the session chair and speakers if need arises

- To summarize each session in a slide PowerPoint with the key points.
- To, wherever possible, help members of the secretariat with any other requests

Expected Output/Deliverables

The following deliverables and outputs are expected from the Rapporteur:

- Capture and document the proceedings of the event
- Develop a final event report, (including 2-page executive summary) covering all segments of the event.
- Identifying and framing issues raised by participants;
- The Rapporteur will be required to participate in 30 minutes After Action Review facilitated by the Team OCP EKBPP, preferably immediately after the event (virtual/physical)

Nota Bene : Data can be reflected in graphs as appropriate and suitable for each Session.

Qualifications

- The Rapporteur will be identified based on relevant experience in a similar prior capacity of work, analytical skills and educational qualifications and familiarity with the working scope, with evidential experience in similar assignments;
- Fluency in English and Local language both oral and written, is a necessary requirement.
- Degree and experience/knowledge in relevant field.

Terms of the Engagement

- The Rapporteur will be required to work for 11 Days starting from **30th November, 2022.**
- You will report directly to the Ekiti Project Team as regards all project delivery.
- Payment will be made against deliverable driven invoices, including satisfactory report of deliverables performed.